

Job Description

MIT Alumni Association Club and Group Council Member

DESCRIPTION OF PURPOSE

The purpose of the Club and Group Council (“Council”) is to gather together alumni/ae volunteers on an ongoing basis in order to build relationships among club and affinity and shared interest groups (clubs and groups herein referred to as “groups”), and between the Association and its Board of Directors with these volunteers.

The Council helps fulfill the Association’s charge to serve as a gateway to the MIT alumni/ae community and make good on its purpose to provide services and resources that strengthen alumni/ae ties to the Institute and to each other. Further, the Council helps to identify future alumni/ae volunteer leaders and award winners from the various alumni/ae groups represented.

COUNCIL MEMBERSHIP

Each Group may have one or two participants on the Club and Group Council. Regional Ambassadors are also included on the Council. Appointed members of the Association Board of Directors lead the conference call discussions, and report to the Board of Directors as needed.

LEADERSHIP

Association Board of Directors members convene the Club and Group Council calls. The Association President appoints the Board Members to serve on the Club and the Group Council for one-year terms.

PROGRAMMING

The programming consists of monthly scheduled video conference calls and electronic communications. For each meeting date there will be two different calls; one to be held in the morning and one in the evening (local time) An Association Board member or Association senior leader will be the host for both of the calls on a given date. Participants are welcome to either of the calls on a given day. Further interaction between the members of the council will be encouraged via a listserv and Slack channel. Notes from the calls are shared with all coded council members following the calls and prior to the next month's calls.

STAFF SUPPORT

The Director of Alumni Outreach, along with members of the outreach team and the Associate Director of Communities, under the direction of the Executive Director of Alumni Relations, provides operating support to the Council.